

CITY OF BURBANK

ASSISTANT TO THE CITY MANAGER

DEFINITION

Subject to administrative determination of policy, to plan, organize, and direct the activities of administrative staff to the City Manager; to represent the City Manager at meetings within the organization and community; and to do related work as required.

ESSENTIAL FUNCTIONS

Directs a staff engaged in conducting administrative studies of organizational and operational functions; recommends and directs the implementation of programs designed to assure efficient and effective management practices; performs administrative assignments for the City Council; performs policy analysis on anticipated programs to evaluate their feasibility within the organization; provides service to other departments in developing and implementing special programs; administers special projects that do not fall within any one department's jurisdiction; analyzes legislation and makes recommendations based on organizational and community impacts; represents the City Manager at meetings with various community groups, employee organizations, and other public and private organizations; supervises, trains, and evaluates employees; prepares written reports and makes oral presentations; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - modern principles, methods, and trends in public administration; a variety of administrative analysis techniques, including organization and methods analysis, cost analysis, and statistical measurements.
- Ability to - conceptually analyze problems and recommend and implement effective action; plan, direct, and coordinate the work of others; present ideas and recommendations effectively in oral and written form; establish and maintain effective working relationships with City officials, supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with a degree in public administration, business administration, political science or a closely related field and five years of progressively responsible administrative and supervisory experience in local government.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.